Point Foundation

Publisher of the Whole Earth Review

MEMO

DATE: 25 April 1997

TO: All staff & board members
FROM: David Katz, President, Board of Trustees
RE: fundraising guidelines
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Hello all,

Here are our current fundraising guidelines. Let's all work together to make sure our fundraising efforts are successful.

Point Foundation
Fundraising Guidelines

3/28/97

These guidelines were developed to insure that Point Foundation carries out its fundraising and development activities in a coordinated and professional manner. As we have limited resources and staff, ongoing internal communication will be the best way for all of us to work together successfully. Often, a quick email or phone call is all that will be required to meet this need.

1. An approved fundraising workplan should guide development efforts and provide a prioritized focus for fundraising activities.

2. Prior to any contact or submission to any potential funder, the submitter shall clear the contact with the fundraising coordinator and/or Executive Committee.

3. All actual proposals and/or letters to potential funders shall be approved by the fundraising coordinator or Executive committee prior to submission.

4. Copies of all correspondence, proposals, and notes from all contacts & meetings shall be kept in fundraising files of Point Foundation. Individuals may keep any copies they require for their own use.

5. Receipt of all funds shall be reported to the fundraising coordinator or the Executive Committee immediately. An acknowledgment letter shall be promptly sent and signed by the President of the Point Foundation.